

Living Arts College
Academic Program Improvement Plan - 2016/2017

Goal / Expected Outcomes	Frequency	Key Tasks	Resources	Current Status	2017 Target	2018 Target	2019 Target	2020 Target
100% Review of Standards of Academic Progress	Quarterly	<ul style="list-style-type: none"> - Review all students against SAP each quarter. - Provide advisement on alert status. - Provide advisement on probationary status. 	Campus Dir., Dir. of Education, Student Services	SAP is systematically tracked each quarter and reported annually.	100% SAP review each quarter.	100% SAP review each quarter.	100% SAP review each quarter.	100% SAP review each quarter.
Faculty Development Plans and Faculty Data Sheets on file	Annually	<ul style="list-style-type: none"> - Complete and verify doc. collection by Dec. - Revise program at start of each year in accordance with accreditation guidelines. - Review program with Faculty at the start of each year - January. 	Direction of Education, Faculty, School Staff	FDP and DS collection complete and ongoing	Meet implementation deadline of January and collection deadline of December for following year	Meet implementation deadline of January and collection deadline of December for following year	Meet implementation deadline of January and collection deadline of December for following year	Meet implementation deadline of January and collection deadline of December for following year
Faculty Resume AND CV on file	Annually	<ul style="list-style-type: none"> - Complete and verify doc. collection by Dec. - Revise program at start of each year in accordance with accreditation guidelines. - Review program with Faculty at the start of each year - January. 	Direction of Education, Faculty, School Staff	Resume and CV collection complete and ongoing	Meet implementation deadline of January and collection deadline of December for following year	Meet implementation deadline of January and collection deadline of December for following year	Meet implementation deadline of January and collection deadline of December for following year	Meet implementation deadline of January and collection deadline of December for following year
Professional Association Student Groups Per Program	Ongoing	<ul style="list-style-type: none"> - Faculty Coordinator maintains student group. - Gather information and establish goals of group for new programs. - Gather student interest lists and disburse information - Collect funds and apply for membership. 	Campus Dir., Director of Education, Program Coordinators and other Faculty	AIGA, AAF, AES, Photografitti, Film Club, IGDA Student Groups est. New programs pending.	Commence and Review Student Groups Key Tasks for all programs.	Review new groups.	Review new groups.	Review new groups.
Competition Per Program	Ongoing	<ul style="list-style-type: none"> - Faculty Coordinator maintains student group. - Gather information and establish goals of group for new programs. - Gather student interest lists and disburse information - Collect funds and register competition.jbrick 	Campus Dir., Director of Education, Program Coordinators and other Faculty	ADDYs, Tellys, Emmys, BDA, Full rame, 48 Hour Film Festival, AAF est. New programs pending.	Commence and Review Student Groups Key Tasks for all programs.	Review new groups.	Review new groups.	Review new groups.

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Annual review of student work	1 every 2 years	<ul style="list-style-type: none"> - Each program reviews their students - Program identify whether students are performing up to a acceptable level - Students will be given a list of recommendations - Recommendations will be put on file - Student that do pass the review may ask to resubmit until they pass - Review will be a prerequisite to take upper level classes and to graduate from the program 	Campus Dir., Director of Education, Program Coordinators and other Faculty	Advisement	Advisement	Advisement	All programs will begin annual reviews	Assessment of student reviews
Updating of faculty equipment	Ongoing	<ul style="list-style-type: none"> - Student and Faculty machines will be updated every 2 years to meet the new demands of software and of the school 	Campus Dir., Director of Education, Program Coordinators and other Faculty	Advisement	Advisement	First round of upgrades	Nothing	Second round of upgrades
New Faculty Orientation and Development	Ongoing	Use, Review and Revise New Faculty Checklist and Procedure	Dir. of Education, Program Coordinators/Chairs	Implemented - Need to aim for quarterly review	Implementation of plan	Implementation of plan	Implementation of plan	Implementation of plan